

ISO 9001 Lead Auditor Training

Length: 4 Days

Summary: Over four intensive days you will learn background on the ISO 9000 standards and go through every phase of the audit so you are ready to lead your own audits.

- **QA System Assessment:** Use our proactive approach to quality assurance, understanding the elements that comprise a total quality system (policy, manual, procedures, and instructions).
- **The Requirements:** Understand the relationships among the ISO standards and the specific requirements of ISO 9001:2008.
- **The Audit Cycle:** Using ISO 19011, with practical hands-on workshops, you are introduced to audit functions: pre-audit activities, conducting the audit, and post-audit activities.
- **Pre-audit Activities:** Through dynamic workshops, learn how to plan audit activities, develop checklists, perform pre-assessment visits, and conduct opening meetings.
- **The Audit (Assessment):** Hands-on workshops demonstrate how to collect objective evidence, including active listening and questioning techniques, and methods to handle confrontations.

Post-audit and Follow-Up Activities: Understand how to conduct closing meetings, write effective audit reports, issue nonconformance forms and corrective action reports, assess corrective action, close out non-conformances, and conduct surveillances.

COURSE CONTENT

Content:

- Overview of auditing
- Auditor registration
- Interpretation of ISO 9001:2008
- Quality system documentation
- The audit cycle and ISO 19011
- Pre-audit activities, opening meeting and checklists
- Auditing practices; the psychology of auditing
- Nonconformity reporting
- Performing the audit
- Closing meeting
- Process auditing
- Report writing
- Follow-up and corrective action
- Final examination (2 hours)

Workshop Includes

- Documentation audit of a quality manual and procedures vs. ISO 9001:2008
- Auditor interpretation of ISO 9001:2008
- Preparing and performing opening and closing meetings
- Developing checklists
- Active listening and questioning techniques
- Simulated audit case study
- Preparing nonconformity reports and the final report